



Staff: Nicole Rodriguez-Hernandez, Legislative Analyst
 Marlene Michaelson, Executive Director
Purpose: Review – straw vote expected
Keywords: #DeptofGeneralServices

AGENDA ITEM #5
 May 6, 2020
Worksession

SUBJECT

FY21 Operating Budget: General Services

EXPECTED ATTENDEES

- David Dise, Department of General Services (DGS)
- Angela Dizelos, DGS
- Jamie Cooke, DGS
- Naeem Mia, Office of Management & Budget (OMB)

EXECUTIVE RECOMMENDATION

FY21 Executive Recommendation-General Fund	\$32,199,445	134.73 FTE
Increase (Decrease) from FY20	\$127,532 0.4%	0 FTE 0%
FY21 Executive Recommendation-Printing & Mail Internal Service Fund	\$8,238,749	34.57 FTE
Increase (Decrease) from FY20	\$16,528 0.2%	0 FTE 0%

COUNCIL STAFF RECOMMENDATION – CONTINUITY OF SERVICES BUDGET

FY21 Council Staff Recommendation-General Fund	\$31,894,820	134.73 FTE
Increase (Decrease) from FY20	(\$177,093) (0.55%)	0 FTE 0%
Increase (Decrease) from CE FY21 Rec	(\$304,625) (0.95%)	0 FTE 0%
FY21 Executive Recommendation-Printing & Mail Internal Service Fund	\$8,166,477	34.57 FTE
Increase (Decrease) from FY20	(\$55,744) (0.7%)	0 FTE 0%
Increase (Decrease) from CE FY21 Rec	(\$72,272) (0.9%)	0 FTE 0%

EXECUTIVE RECOMMENDED ITEMS NOT INCLUDED IN CONTINUITY OF SERVICES

- The DGS budget included \$304,625 and \$72,272 in FY21 compensation adjustments for the General Fund and Printing & Mail Internal Service Fund, respectively. The Council will review and discuss FY21 compensation and benefits for all of County Government separately.

CONTINUITY OF SERVICES FROM FY20

- Inclusion of \$3,120 for Fire Watch Services and \$2,500 for Fall Protection Equipment Annual Inspections in the General Fund. These services are legally required as identified in the Code of

Maryland Regulations (COMAR) and by the Occupational Safety and Health Administration (OSHA) (© 1). As referenced in COMAR, the National Fire Protection Association requires a Fire Watch during the period in which an alarm system is inoperable. This ensures a building's occupants are protected and are notified to evacuate in case of emergency. OSHA requires the annual inspections to ensure the equipment is safe to use for projects in work areas that do not have structural protection against falls.

- **FY20 Adjustments**

- General Fund: \$118,414 in annualization of FY20 compensation increases; \$109,624 in annualization of FY20 personnel costs; and \$3,312 in MLS Pay for Performance (Increase to Base Pay).
- Printing & Mail Internal Service Fund: \$31,938 in annualization of FY20 compensation increases; \$24,390 in annualization of FY20 personnel costs; \$4,081 in MLS Pay for Performance (Increase to Base Pay).

- **Cross-departmental Adjustments**

- General Fund: \$1,571 in Print and Mail adjustment and a reduction of \$144,504 and \$271,130 for the Motor Pool and Retirement adjustments, respectively.
 - Printing & Mail Internal Service Fund: \$929 in Print and Mail adjustment and a reduction of \$17,908, \$32,776, and \$87,780 in the Motor Pool, Retirement, and OPEB adjustments, respectively.
- The Printing & Mail Internal Service Fund also shows a \$21,382 increase for lease and maintenance costs. The lease increase is based on the built-in annual rent increase in every lease and the maintenance increase is a projection based on last year's actuals. Both costs are paid for in the Leases NDA and are charged back to this operating budget.

POTENTIAL REDUCTIONS

- None.

POTENTIAL ITEMS RELATED TO COVID-19

- DGS is centrally coordinating the purchase of masks and other PPE (personal protective equipment), ventilators, cleaning supplies and services. The FY20 costs are tracked by both DGS and OMB for potential federal reimbursement. These expenses may continue into FY21.

This report contains:

Safety Regulations

©1

Executive recommended FY21 budget

©2-10

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov